

Family Deployment Checklist

Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future. It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor.

_____ Marriage Certificate.

_____ Birth Certificates of all family members:

_____ Wife

_____ Husband

_____ Children _____

_____ Divorce Papers

_____ Death Certificates

_____ Medical (Shot) and Dental Records of all family members (including pets)

_____ Citizenship/Naturalization papers

_____ Adoption Papers

_____ Passports, Visas (remove only when needed for international travel)

_____ Insurance policies (Note: Company, Policy # and Amount of Payment)

_____ Real Estate Documents (leases, mortgages, deeds, or promissory notes)

_____ Copies of installment contracts and loan papers

_____ Current list of immediate next of kin, personal lawyer, trusted friend (include phone # and address)

_____ Car title (registration should be in car)

_____ Last LES (Leave Earning Statement)

_____ Discharge papers (DD Form 214)

_____ Allotments (Updated with correct amount, name, address, account #)

_____ Social Security Number of each family member

_____ Current address and telephone numbers of immediate family members of both spouses.

The Following Should be Completed Prior to Deployment

- _____ Next of kin informed of rights, benefits, assistance available
- _____ Family budget and business arranged (See Financial Section for Budget Worksheet)
- _____ Emergency Data Card updated in Military Personnel Record
- _____ Joint checking/savings account arranged (List-all account numbers)
- _____ Parents informed of how to make contact in case of emergency
- _____ Armed Forces ID Cards (Renew if ID Card expires within next 3 months. Rear Detachment Commander can sign for ID Replacement after soldier deploys)
- _____ Emergency services explained and located:
 - _____ Red Cross/ Army Emergency Relief (AER)
 - _____ Medical facilities/CHAMPUS
 - _____ Army Community Service (ACS)
 - _____ Legal Assistance Office
- _____ Security check on house
- _____ Problems with cars, household, and appliances identified and resolved
- _____ Power of attorney
 - GENERAL:** Allows holder to act in all matters on sponsor's behalf
 - SPECIAL:** Allows holder to act on sponsor's behalf in special transactions.
 - MEDICAL:** Authorizes holder to obtain medical care for family members under 18 years of age.
- _____ Wills for both spouses
- _____ Orders
- _____ Copy of Emergency Data Card
- _____ List of all credit cards and account numbers
- _____ AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney).
- _____ Federal and State Income Tax Returns (last 5 years)

HOUSE CARE CHECKLIST

Take a 10 minute walk through your house. Carry this checklist to help you truly see your home. The idea behind this walk is to look for fire hazards. You don't have any? Are you sure? Perhaps this list will change your mind.

KITCHEN:

YES/NO

- Are curtains, dish towels, or paper items kept away from stove? _____
- Is stove's exhaust hood and ductwork clean of grease? _____
- Do you have a working fire extinguisher close at hand? _____

LIVING ROOM. DINING ROOM. BEDROOMS:

- Is fireplace spark screen always closed? _____
- Is electrical wiring/circuits/outlets adequate to handle load? _____
- Is there sufficient space for air circulation around TV/stereo? _____
- Are ashtrays available in home occupied by smokers? _____
- Are matches and lighters out of reach of children? _____

ATTIC, CLOSETS. STORAGE ROOM:

- Do you keep oily cleaning rags in tight metal containers? _____
- Are you using only nonflammable cleaning fluids? _____
- Do you avoid accumulations of paper and combustible materials? _____

WORKSHOP:

- Are combustible materials kept away from heat sources? _____
- Are paint thinners, paints, and solvents kept in their original containers for identification purposes? _____
- Are the furnace, heaters, vents and chimneys inspected and serviced regularly? _____
- Are fuses of the proper size for the circuits they protect? _____
- Are the dryer lint trap and vent kept clean? _____

GARAGE AND GROUNDS:

- Is gasoline for the mower stored in a safety can? _____
- Have you removed accumulations of trash and paper? _____
- Are oil-soaked rags in tight metal containers to prevent combustion? _____
- Do you use commercial starter fuels (not gasoline) for barbecue fires and are barbecue mitts ember-proof? _____
- Are there dry leaves under porches or wooden stairs, in window sills, or anywhere else close to the house? _____

SELF CHECK:

- Do you know where the electrical box (fuse/circuit box) is and how to replace fuses? _____
- Do you know the location and procedure of shutting off water/gas Master Control valves in case of broken or leaking pipes? _____
- Do you inspect electrical cords frequently and keep them in good condition? _____
- Do you use extension cords only for temporary convenience, never as permanent wiring? _____
- Do you enforce a "NO SMOKING IN BED" rule? _____
- Do you and your family avoid using hair spray near open flames or while smoking? _____

- | | YES/NO |
|----------------------------------------------------------------------------------------------------------------|--------|
| • Does everyone in the family know how to call the fire department or dial the operator? | _____ |
| • Does each telephone have the fire, police, and ambulance numbers close to it? | _____ |
| • Does your family have a fire escape plan and has your family drilled with it? | _____ |
| • Do you make sure your children are not left unattended and instruct baby sitters about emergency procedures? | _____ |

NOW IT IS TIME TO ADD UP YOUR ANSWERS. To how many of the questions did you answer "NO" to - one or two? Your home is pretty fire safe. But remember, just one can cause a tragedy! If you had 5 or 6, you are risking the safety of your family. If you have more than 6, you are asking for trouble. **Take action NOW!**

SMOKE DETECTORS

Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis.

HOME TOOL KIT

- | | |
|----------------------------------------|-----------------------------|
| _____ Flashlight and extra batteries | _____ Hammer |
| _____ Assorted Nails, screws and tacks | _____ Screwdrivers |
| _____ Masking Tape | _____ Scissors and/or knife |
| _____ Pliers | _____ Wrench |
| _____ Furnace Filters | _____ Extra light bulbs |

FINANCIAL

_____ Who will have the checkbook and who will have the cash card? Remember it will take a week or longer for mail to be forwarded to the spouse's new duty station. Plan on paying bills timely.

_____ What types of accounts does the family have with what banks? Do the current accounts allow family members access to funds?

_____ Where are the bank books and account numbers?

_____ Are all the credit card numbers written down and in a safe place? Are the numbers and company addresses recorded in case of loss or theft?

_____ Are you knowledgeable about check writing? How will you determine if there are insufficient funds and what is your plan in case this happens?

_____ If allotments or check to the bank are delayed who can you contact?